

CHAPTER 2

REPORTING AND INVESTIGATING ARMY ACCIDENTS

2-1. Purpose. This chapter provides policies and procedures and assigns responsibilities for notification, investigating, and reporting Tobyhanna Army Depot accidents. It establishes policy for the prompt notification of all serious accidents and ensures proper investigation for all accidents. The causes of all accidents should be determined and corrective measures developed and taken to prevent recurrence. The primary purpose of investigating and reporting Army accidents is prevention.

2-2. References.

- a. AR 385-40, Accident Reporting and Records
- b. DA PAM 385-40, Army Accident Investigation and Reporting
- c. AMC Regulation 385-100, Safety Manual

2-3. Policy. All Army accidents occurring on the premises of Tobyhanna Army Depot property or as a result of Depot operations will be investigated, reported, and analyzed in accordance with the procedures contained in this regulation and the above references.

2-4. Responsibilities.

a. Any employee involved in, or aware of an accident shall report it immediately to the supervisor directly responsible for the operation, materiel, or person(s) involved. Emergency care procedures, when required, shall be initiated immediately.

b. A supervisor responsible for the employee or activity which experiences an accident shall:

(1) Investigate accidents to determine causes, then recommend and implement final corrective action(s) to prevent recurrence of these accidents.

(2) Complete the appropriate reports on each accident per instructions in this document then submit them to the Safety Office within 5 working days. These reports may include AMSEL-TY Form 175, Personnel Injury/Property Damage Accident/Incident Investigation Report (See Appendix B); DA Form 285, U.S. Army Accident Report; or DA Form 285-AB-R, U.S. Army Abbreviated Ground Accident Report (AGAR), (see Appendix C).

c. Injuries to military personnel are reported, regardless of duty status, if they result in treatment beyond first aid or involve a lost work day. Military POV accidents, whether on- or off duty, resulting in a fatality or a lost work day must also be reported to the installation Safety Office. Military accidents are reported on DA Form 285 (Class A and B) or DA Form 285-AB (Class C and D) and forward to the Safety Office within 5 work days. See Table 2-1 for explanation of accident classifications.

2-5. Vehicle or Property Damage Accidents. The owner of a POV which is involved in an accident, that occurs on depot property and involves an

injury, shall submit a completed AMSEL-TY Form 175 to the Safety Office. Drivers of government motor vehicles and Materiel Handling Equipment (MHE) vehicles involving injury or property damage whether occurring on or off depot property will report accidents to their immediate supervisor. Security Division shall furnish a copy of all vehicle accident reports to the Safety Office following an accident.

2-6. Safety Office Notification of Accidents. The Safety Office shall be immediately informed of all accidents resulting in death or injuries that require emergency treatment beyond first aid. All property damage as the result of fire or explosion will also be reported to the Safety Office immediately. The Security Division shall contact the Safety Office or designated representative as soon as possible after receiving notification of an accident. Table 2-1 outlines the reporting requirements for accidents.

a. Supervisors and activity chiefs. Supervisors and/or activity chiefs responsible for the area where an accident has occurred will contact the Safety Office as soon after the accident as possible, if the injury or illness requires more than first aid treatment.

b. U.S. Army Health Clinic. All emergency evacuations of personnel to local hospitals as a result of work-related injuries or illnesses shall be reported to the Safety Office.

c. Fire Department. Emergency evacuation of personnel, after normal duty hours, by the Fire Department to local hospitals for treatment of an injury or illness; and all depot fires and explosions shall be reported to the Safety Office.

Table 2-1. ACCIDENTS REPORTING INFORMATION

ACCIDENT CLASS	DESCRIPTION OF ACCIDENT	NOTIFICATION & REPORTING REQUIREMENTS
CLASS A	Fatality (military or civilian) Permanent total disability Estimated property damage \$1,000,000 or greater.	Immediate phone call to Safety Office (X57027) DA Form 285 (Civ. & Mil.)
CLASS B	Permanent partial disability Accidents in which 5 or more personnel are hospitalized. Estimated property damage between \$200,000-\$1,000,000.	Immediate phone call to Safety Office (X57027) DA Form 285 AMSEL-TY Form 175
CLASS C	Injury/Illness causing Lost Time Estimated property damage between \$10,000-\$200,000.	AMSEL-TY Form 112 AMSEL-TY Form 175 *DA Form 285-AB (for military)
CLASS D	Injury/Illness: first aid or restricted duty only, no lost time. Estimated property damage between \$2,000-\$10,000.	AMSEL-TY Form 112 AMSEL-TY Form 175 *DA Form 285-AB (for military)

Property Damage includes repair, clean up, &/or replacement cost.

*DA Form 285-AB is used for reporting military personnel (active duty) accidents.

2-7. Accident Reporting Procedures.

a. AMSEL-TY Form 112, Tobyhanna Army Depot Dispensary Permit (see Appendix D), will be used to record all depot work-related injuries and illnesses, and for each follow-up visit to the U.S. Army Health Clinic directly related to the original injury or illness. The AMSEL-TY 112 is processed as follows:

(1) Supervisors will complete Section I, in full, and submit all copies to the U.S. Army Health Clinic. The injured employee will hand carry the form to the health clinic at the time of treatment, whenever possible.

(2) Medical Officer or authorized attendant will complete Section II, in full, and then withdraw the Safety and Medical copies. The Safety copy will be forwarded to the Safety Office. The existence of a Safety

copy will alert the Safety Office that an incident has occurred and an investigation report, AMSEL-TY Form 175-R-E will follow from the supervisor.

(3) The Supervisor and Compensation copies will be hand carried by the injured employee, if possible, to the respective destinations; Compensation Office in Personnel Directorate and immediate supervisor.

b. The AMSEL-TY Form 175-R-E, Tobyhanna Army Depot Personnel, Injury/Property Damage, Accident/Incident Investigation Report, provides the safety office with relevant facts concerning mishaps which is valuable for prevention purposes. This information also provides the safety office with a baseline if further investigation is necessary. Supervisors are responsible for initiating the AMSEL-TY Form 175-R-E, and forwarding it to the Safety Office within 5 working days of the mishap. Incomplete reports will be returned to the supervisor for completion. Supervisors may submit a AMSEL-TY Form 175-R-E (rather than a DA Form 285-AB) for active duty military personnel working in their areas, following the same procedures as those required for civilian personnel. The Safety Office can then process the correct forms for the military injury.

c. DA Form 285-AB-R, U.S. Army Abbreviated Ground Accident Report (AGAR), is used to report active duty military accidents. This form is used to report Class C & D accidents. Classes A & B accidents are reported on DA Form 285. The soldier's immediate supervisor will initiate this report.

2-8. Notification of Outside Agencies.

a. The U.S. Army Safety Center may elect to send an Accident Investigation Board to the accident scene to investigate Class A and B, on duty, non-POV accidents, on or off the depot, which result in any of the following:

(1) Death of any military, civilian, or Federal personnel; or death of any person as a result of Army mission.

(2) Hospitalization of 5 or more on duty Army personnel or any 5 persons as a result of Army operations.

(3) Property damage at or above \$200,000, to Army property or as a result of Army operations.

b. The Safety Manager shall notify the U.S. Army Safety Center immediately after learning of any of the above accidents. The Safety Manager also has a responsibility to provide basic information concerning the accident as outlined in DA PAM 385-40.

c. Communications-Electronics Command (CECOM) and Army Materiel Command Safety Office shall be notified following any Class A or B accident, an accident involving \$75,000 property damage, an explosives accident exceeding \$25,000 in damage, lost work injuries to 3 or more persons, or when the installation Commander feels the need for an additional investigation. The Safety Manager shall contact CECOM within the required time limits.

d. OSHA must also be notified in the event of a fatality or

catastrophe resulting in the hospitalization of three or more employees. Such situations must be reported by an employer within 8 hours. Investigations are made to determine if OSHA standards were violated and to avoid recurrence of similar accidents. The Safety Manager has the responsibility to contact OSHA within the required time limits.

2-9. Administrative and Record Keeping Requirements.

a. The Safety Office shall maintain all accident reports for a time period of at least five years.

b. Recordable occupational injuries and illnesses will be logged on the OSHA No. 200 Log for each fiscal year. The log totals from the previous fiscal year will be posted on official bulletin boards for employee review during the month of December. A copy of this log is available for review during the year in the Safety Office.

c. The Safety Office will review the AMSEL-TY Form 175, submitted by supervisors for completeness. If additional information is needed, an OSH Specialist may contact the employee, witnesses, and/or supervisor for more details. Accident trends can be identified and preventative measures implemented from the causal factors identified from these investigations.

2-10. Accident Review Board. The Accident Review Board meets monthly to review accidents in order to prevent similar accidents and reduce depot injuries. The goal is to create a safer environment for employees and visitors. Accidents selected for review may include any reported accidents (including motor vehicle) with the potential for serious injury. Employees experiencing an accident, their immediate supervisor, and director are invited to meet with the board. A discussion and exchange of ideas is generated about measures for preventing similar accidents. The employee's ideas are extremely significant since they are most familiar with the accident. The atmosphere of the meeting is positive, relaxed and not intended to be intimidating for anyone.